

**Commonwealth of Massachusetts
Board of Registration
of
Hazardous Waste Site Cleanup Professionals**

CONTINUING EDUCATION COMMITTEE

Minutes of Meeting on May 15, 2012

Prepared By:
Allen Wyman

Location:
MassDEP
1 Winter Street
Boston, MA

1. **Call to Order:** Christophe Henry called the committee meeting to order at 13:03 p.m. The Committee members present were: Elizabeth Callahan, Deborah Farnsworth, Kirk Franklin, Jack Guswa, Debra Listernick, Robert Luhrs, Kelley Race, and Farooq Siddique. The staff members present were Beverly Coles-Roby, Lynn Read, Terry Wood, and Allen Wyman. Wendy Rundle and Wes Stimpson of the LSPA were also present. Committee member Gail Batchelder was not present. Votes were taken on approval of the March 2012 draft minutes, Battelle and DEP requests, and “Other Business” as discussed below. The meeting was postponed at 13:12 pending the arrival of Gail Batchelder to open discussion of internet courses and voting on the NEWMOA course (as the Committee hadn’t an opportunity to review that request). The meeting was reconvened at 15:12, sometime after Gail’s arrival, for a vote on the NEWMOA request and discussion of internet courses. Bob Luhrs, who had left the room just prior to reconvening the meeting, returned at 15:19.
2. **Announcements:** None.
3. **Meeting Minutes:** The March 27, 2012, committee minutes were approved with minor changes.
4. **Old Business:** Discussion commenced after the meeting was reconvened at 15:12.

Continuing Education Course Approval – At the previous meeting, the Committee had tabled an agenda item for discussing approvals relative to internet based courses. The subject was brought back to the table and discussion expanded to three primary issues, 1) Standardized process for the pre-approval of internet based courses, 2) Forgoing individual course pre-approvals (for all courses/conferences) in favor of detailed guidelines of acceptable content, and 3) Forgoing review or even submittal of all or parts of the LSP Renewal documents.

1) Internet Courses – As Ms. Batchelder explained, there are many internet based courses that would likely qualify for Board approval as LSP renewal credits. However, qualifying for such credits requires the presenter first garner approval from the Board. Given the sheer number of internet courses, this is an untenable task for the LSP, presenter, and Board staff.

This may be why few internet courses are presented to the Board for prior approval. She believes this could be overcome through adjustments in the Board's requirements for pre-approval. For example, putting the onus on the LSP to be sure s/he was taking an internet based course that meets Board standards, without initial Board review. As to other possible considerations, she mentioned allowing courses already accredited by other Boards such as NHPG, approving organizations and not individual courses, or perhaps not requiring bios or some of the other Board requirements typical of the pre-approval process. She believes there is too much effort required for organizations who might only be giving an internet based course to a few people. This discussion led into the next topic.

2) Foregoing course/conference pre-approval – The discussion expanded to whether the LSP Board should be pre-approving courses/conferences at all. As previously discussed, other Boards approve vendors and provide lists of the types of acceptable courses. Similarly, our Board could provide a list of previously approved courses along with a list of courses previously denied, such as the OSHA course requests. A question rose to the table regarding the presenter's ability to advertise if a course hasn't been pre-approved. Ms. Batchelder offered that advertising a course as acceptable would be done at the vendor's risk. The Board can later decide to deny an LSP renewal credits for such a course if it the Board later finds the course is unacceptable. At this point the Board has a large backlog of what is and is not acceptable. She pointed out that most other jurisdictions do it this way. The Board could consider setting up some sort of program for checking course content through auditing of LSP renewal submittals. If the content of a course is deemed unacceptable, the LSP could be given a certain amount of time to make up the credits by taking another course. This led into the next topic.

3) Foregoing Review of All or Part of LSP Renewal Submittals – The discussion progressed into the need to submit and/or review renewal submittals. In place of doing so, the discussion ranged from not submitting any evidence of course attendance to submittals being as detailed as they are today. Another consideration was requiring an LSP to submit proof of renewal and/or attendance simply by signing a certification statement. Concern then surfaced relative to proof of attendance of internet courses, and requiring such a certification statement in that case. Ms. Batchelder pointed to other jurisdictions that require passing, "Assessment of Learning" requirements prior to presenters granting attendance certification for internet based courses. This is done through methods such as testing the participant on the content of the presentation prior to continuing or ending the presentation. Staff pointed out that the MassDEP 8-hour OSHA Refresher Course uses "Assessment of Learning" in this manner. It was also pointed out that such alternatives to renewal requirements could be handled along with our current recommended regulation changes. Ms. Callahan noted that the Secretaries office had called her to discuss efficiency and transparency upgrades to LSP Board regulations. She believed the two discussions pertinent to one another.

Ms. Wood indicated that staff had also been working with the MassDEP in considering efficiencies through technical upgrades, such as paying fees on-line, etc. Ms. Callahan stated that the MassDEP is currently accepting bids from vendors for the internet upgrades that would include those proposed by the LSP Board staff. After bids from all departments are submitted, the Secretariat will decide which projects get funded. Ms. Wood offered to work these thoughts into her draft version of the proposed regulation changes where appropriate.

Ms. Race asked Mr. Wyman to look into how NHPG allows their licensees to renew. Ms. Batchelder stated that she would provide Mr. Wyman an email detailing vendor websites. Mr. Luhrs recommended the Committee also consider alternatives to the number of renewal credits required. As an example, adjusting down the number of credits required with increased time an individual has in the business or downgrading the number of MassDEP credits required for renewal.

UMass Soils Conference - At the previous Committee meeting the conference provider requested adjusting procedures relative to LSP sign-in/out so procedures would be identical for all attendees. During the meeting, the Committee agreed to recommend the Board approve the request to change the procedure as outlined in the February 24, 2012, AEHS email to the Board.

Mr. Henry, who was not at the previous meeting, believes the new procedure would purge the credits an LSP gathers for time spent at the poster presentations or otherwise outside of any specific workshop or session presentation. He pointed out that the LSP Board had discussed this in the past and thought granting credit for time spent networking and discussing issues with other LSPs would be fruitful and worthy of the 50% credit typical of this conference. Mr. Wyman stated he had discussed this with the conference provider and believed they understood that 50% credit was to be given for all time spent in the conference hall. Mr. Siddique offered that they couldn't know the total time spent in the conference hall given the presenters new method of sign-in/out. Mr. Wyman offered to contact the provider and re-emphasize the Committee's desire that LSP's be granted 50% credit for all time spent inside the conference, minus 1 to 1 credit for time spent in workshops.

5. Course and Conference Approval Requests:

- a. Battelle: *Eighth International Conference on Remediation of Chlorinated and Recalcitrant Compounds* (1:2 non-DEP Technical credits).
Approved.
- b. DEP: *MCP Representativeness Evaluations & Data Usability Assessments* (2 DEP Regulatory credits).
Request for additional instructor, Elizabeth Denly, was **Approved.**
- c. NEWMOA: *In-Situ Thermal Remediation* (5.5 non-DEP Technical credits).
Approved.

- 6. Other Business:** Mr. Henry had requested information relative to a possible variation in course content and credit options for LSP Board Course Number 1371. After reviewing the additional information and presenter responses, Mr. Henry agreed that this offering did not include sufficient detail relative to the new indoor air guidance and that the credits for Course #1371 should remain unchanged. Ms. Rundle confirmed the course would not include sufficient detail about the new regulations and that they might only be mentioned in passing. Ms. Callahan informed the Committee of the likelihood that the MassDEP would be requesting approval for a separate course associated with the new guidance once complete. All agreed that the course credits for #1371 would remain unchanged and the discussion ended.

7. **Future Meetings:** Before the next Board meeting.
8. **Adjournment:** The meeting was adjourned at 15:43 p.m.